**Annexure-II**

**Proforma to be submitted to PME Cell by author (s) for**

**forwarding abstract/full paper for presentation to the**

**national/international seminar/symposium/conference etc.**

Date---------------

To

Head of the Division /In-charge, PME Cell.

ICAR-IIOR, Hyderabad

**Subject:** Submission of abstract/full paper for presentation to the national/international seminar/symposium/conference etc.

Sir,

I/we are/am enclosing herewith an abstract/full paper entitled “----------------------------“ with a request that the permission may kindly be granted for submission of the same in the “---------“ national/international seminar/symposium/conference/others (to specify).

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Item** | **Particulars** |
| 1. | Date/Location/Venue of the symposium/seminar/ conference etc.to be organized. |  |
| 2. | Dead line/last date of submission of abstract/full paper to the organizers |  |
| 3. | Name of the society/organization. |  |
| 4. | Cost of travel/boarding & lodging/fee including registration fee borne by ICAR/Institute/Organizer/Sponsor/Self |  |
| 5. | Whether care has been taken that the publication will not leave to premature disclosure in case filing of patent is envisaged | Yes/No |
| 6. | Whether the issue of plagiarism has been taken care of | Yes/No |
| 7. | Whether all minimum requirements including format, introduction, body, conclusion, works cited page, conventions’ (grammar and spelling) etc. for submission of manuscript have been taken care of  | Yes/No |
| 8. | Number of seminars/conferences attended during the financial year concerned |  |
| 9. | Number of seminars/conferences with similar theme attended during the financial year concerned |  |

I, Dr/Mr/Smt/Ms………………certify that: i) The date/results/schemes/ideas given in the abstract/ paper is based entirely on the work of my/our research work and need not necessarily represent the views of the Institute/ICAR; and ii) Due credit of authorship has been given to each contributor of the abstract/paper.

(Signature with name and designation of Corresponding Author)

(Signature of available Co-authors, if any)

Recommended and forwarded by the HoD/In-charge

(Signature of the HoD/In-charge)

Recommended and forwarded by the PME Cell In-charge

(Signature of the PME Cell In-charge)

Approval of the Head of the Institute (Director/JD/PC/PD)

(Signature of the Head of the Institute)

**PME Cell Reference No. …………..**